

MINUTES OF DECEMBER 12, 2000
PARAMEDIC TASK FORCE MEETING
Holiday Inn
Burbank, CA

<u>MEMBERS PRESENT</u>	<u>EMSA STAFF PRESENT</u>	<u>ALTERNATES PRESENT</u>	<u>MEMBERS ABSENT</u>	<u>ALTERNATES ABSENT</u>
Debbie Becker Bill Cody Carol Gunter Sam Stratton Kevin White	Bonnie Sinz Nancy Steiner Connie Telford	Dave Magnino	Dean Anderson Bill Bower Jim Holbrook Sabina Imrie Bill Koenig Marshall Morton Jan Ogar Kevin Ritger Kathy Sher	Linda Anderson Nancy Eubanks Michael Harris Nancy Justin Dick Mayberry Mike Metro David Nevins Frank Pratt

I Review and Approval of October 31, 2000 Meeting Minutes

The minutes were not available at this meeting. They will be reviewed at the January 2001 meeting.

II Setting of the Agenda

There were no changes to the agenda.

III Continuous Quality Improvement (CQI)

Review of Draft Prehospital Performance Measurement System

The Paramedic Task Force (PTF) continued with the discussion on CQI. Some key points of the discussion included:

A CQI/Performance Measurement Process should consist of structure, process and outcome.
The system that is being developed should be adaptable enough to be used as a model at the provider level as well as at the local and state level.

The PTF also discussed how this process should be put into regulations. The PTF members felt that the components of a Performance Measurement Process should be listed in regulations with a separate guideline document of methods in which the process in place can be accomplished. Bonnie Sinz will draft proposed definition for a Performance Measurement Process to replace the CQI definition for the members to review at the next meeting.

The Task Force reviewed the Draft Prehospital Performance Measurement System and made several revisions. After much discussion the PTF members felt that many of the items could be merged/clarified. Listed below is a revised outline of the proposed components of a Performance Measurement Process:

Performance Measurement Process (Note: Revised Title)

1. Personnel
 - Credentialing
 - Wellness
 - Workload
2. Equipment and Supplies
 - Preventive Maintenance Plans for Equipment
 - Inventory
 - Use and Reporting
3. Relationships (Committee agreed we need a different term – one suggestion was Interpersonal Communications but members will be bringing other ideas to the January meeting.)
 - Interagency
 - Intra-agency
 - Customers
 - Professionalism/Ethics
 - Complaint Resolution Process
4. Data Collection
5. Data Analysis and Evaluation
 - Indicators
 - Benchmarks
 - Performance Improvement
6. Training and Education
7. Skills Maintenance/Proficiency
8. Public Education and Prevention

At the next meeting the PTF the members will discuss defining measuring tools for each component of the performance measuring process.

IV Adjournment

The meeting adjourned at 2:20 p.m. The next meeting will be in Sacramento on Monday, January 29, 2001. The following meeting will be on Tuesday, February 27, 2001.